

**Army in Europe
Publishing System
(AEPUBS)**

**Account Management Area
Users Guide**

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1 Introduction

1. **General Description.** AEPUBS is an automated, web-based publications system that includes all aspects of electronic and hardcopy publishing, including indexing; electronic distribution; and ordering, stocking and inventory of hardcopy publications and forms, as well as maintaining and controlling publications accounts. In addition, AEPUBS provides an automated tracking for all publications in editing and provides the Chief, Publishing and Records Management Division a variety of reports concerning the status of jobs in editing. The AEPUBS also provides a copier management module that implemented the centralization of copier management and a Freedom of Information Act (FOIA) module. AEPUBS has improved both the effectiveness and efficiency of the Army in Europe publishing and records management systems.
2. **System Characteristics.** Each module of AEPUBS allows different levels of access. For example, account holders may see only their own account. The Army in Europe publications control officer and the USAPDCE Customer Service Desk have access to records and transactions of the 1,500 accounts within the entire command.
3. **Publishing, Distribution, Ordering, and Inventory System.** The primary AEPUBS application combines the ordering, stockroom inventory, and Army in Europe publishing index and integrates the Army Publications Automated Index Locator System (PAILS) data, which the U.S. Army Publishing Directorate provides on a monthly basis. AEPUBS integrates a number of functions into a “one-stop” ordering system that includes stocking and re-supply of stocked items and provides users on-line access to all Army and Army in Europe electronic publications and blank forms. AEPUBS also provides publications clerks a management tool to track the status of orders and to know who required the request items. The editing log in the management module tracks the publishing process from draft submission to publishing of the final draft of all Army in Europe Forms and Publications. This system is the only means of distributing Army in Europe policy. The publishing system tracks policy from inception through editing, approval, distribution, to rescission.

The Internet address for AEPUBS is <https://aepubs.army.mil>.

2 Browser Settings

The public area is accessible via MS Internet Explorer 4.0 and above or Netscape 6.0 and above. The restricted area will allow only MS Internet Explorer to be used.

This site was designed for a screen resolution of at least 800x600 with the browser window maximized, if your resolution is less or you do not maximize the window, objects may not display as intended.

Recommend that you change the Temporary Internet Files option to “Every Visit to the Page” because most pages are dynamic. Otherwise when returning to an updated page the browser will not request a new page from the server and will show the old page from the local cache. Changes will not be seen unless you manually refresh the page.

This option can be accessed from Tools/Internet Options/General Tab/ Temporary Internet Files/Settings.

3 Menu Options

Anyone may access the Public Area and all information is view only. (With the exception of the PSN options). From the public area you can look up Publications and Forms, download electronic versions

The Public Area Menu Options are:

Menu Options	Descriptions
Opening Page	Returns you to the Welcome Page
Login	Opens the Account Management Area Login Page
Forms	Opens the Forms Search Page
Publications	Opens the Publications Search Page
Text Search	Provides a Full Text Search into the body of all Administrative Publications
PSN	Opens the Personal Subscription Notification Maintenance page
Electronic Dist.	Displays a list of Publications that have been previously sent to selected accounts and PSN subscribers.
Misc. Tables	Provides access to system support tables
Site Info	Opens a chronological list changes that have been made to the site.
FAQ	Opens a searchable Frequently Asked Questions Page
Help	Provides Online system help and tips
Links	Links to other Publications related sites
Personnel	Displays Publications Personnel Contact information
Warning	Opens the DOD computer use warning page

Table 1

NOTE: The options on the Public and the Account Management Menus look very similar. In order to order items or manage your account you must login to the system first. The Public Area Menu Options are described in the AEPUBS Public Area Users Guide.

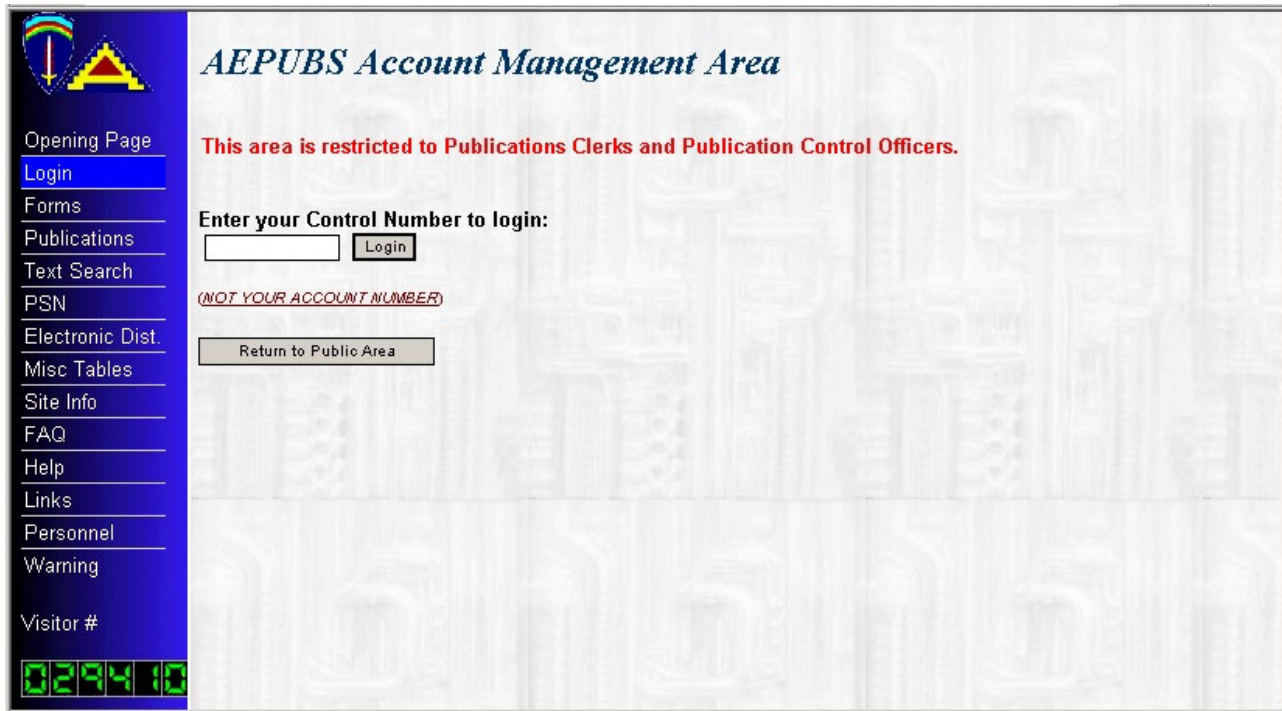
The Account Management Area Menu Options are:

Menu Options	Descriptions
Opening Page	Returns you to the Welcome Page
Forms	Opens the Forms Search Page
Publications	Opens the Publications Search Page
Text Search	Provides a Full Text Search into the body of all Administrative Publications
Account Maint	Opens the Personal Subscription Notification Maintenance page
Electronic Dist.	Displays a list of Publications that have been previously sent to selected accounts and PSN subscribers.
Misc. Tables	Provides access to system support tables
User Settings	Opens a chronological list changes that have been made to the site.
FAQ	Opens a searchable Frequently Asked Questions Page
Help	Online system help and tips
Links	Links to other Publications related sites
Changes	Opens a chronological list changes that have been made to the site.
PCO Admin	Opens Publications Control Officer Administration Page (restricted access)
Sys Admin	Opens System Administration Page (restricted access)
LogOff	Closes your current session and logs you off the system

Table 2

3.1 Login

The Login option opens the Account Management Area Login Page. This area is reserved for Unit Publication Clerks, Publication Control Officers and Inventory/Accounts Management Personnel.



AEPUBS Account Management Area

This area is restricted to Publications Clerks and Publication Control Officers.

Enter your Control Number to login:

(NOT YOUR ACCOUNT NUMBER)

Opening Page
Login
Forms
Publications
Text Search
PSN
Electronic Dist.
Misc Tables
Site Info
FAQ
Help
Links
Personnel
Warning
Visitor #
029410

Figure 1

3.2 Opening Page

The Opening Page returns you to the Welcome Page and displays the currently logged in users information and USAPDCE Contact Information.

**Army in Europe Publishing System
Account Management Area
(AEPUBS)**

The purpose of this site is to provide Publications Account Managers with a means to manage their publications accounts.

Currently Logged in:	paul stamper APO: 09090 Email: paul@usapdce.aepubs.army.mil	Account: A9999 Phone: 384-6896
RecID: 2709	NOTE: If any of the above information is incorrect please change it in the Setup	

Contact Information		
For Problems or Questions about Forms and Publications	DSN: 384-6891 or 384-6892.	Email
For Account matters	DSN: 384-6898 - FAX 384-6111	Email
For Problems, Comments or Questions about this website	DSN: 384-6896	Email
Click Here for a map to our location.		

Site Last Updated 6/12/2003

WARNING: This site is provided as a service by USAPDCE. This site is intended to be used by Publication Clerks and Control Officers for the management of publications accounts. Unauthorized attempts to upload or change information (other than the intended purposes) on this service are STRICTLY PROHIBITED and may be PUNISHABLE UNDER THE COMPUTER FRAUD AND ABUSE ACT OF 1986. All information on this site is considered public information and may be distributed or copied.

Account Login #
030821

Figure 2

3.3 Forms Search and Ordering

The Forms option opens the Forms Lookup Page (Figure 3)

Forms Lookup

Form Number

Additional Search Information below...

Title

PIN

Limit to Electronic forms only: ☐

Exclude Obsolete Items: ☒

[Click here for Help](#)

Look for Form by entering pertinent information into one or more fields then select search.

Hints:

1. Use the word "FORM" when entering a form to find DO NOT just enter the type and number. EXAMPLE: enter "DD FORM 1348" (without the quotes)
2. To speed up and limit the records returned when doing a Title search and you know the type of form that you're looking for, enter form type also. EXAMPLE: Form type is AE so enter AE in the Form Number field and a word or phrase in the Title field. .

For those of you having a hard time finding what you're looking for please [READ THE HELP](#).

Figure 3

You may enter information into one or more fields to find the form you're looking for.

To find a specific form enter the form number and click on the Search button.

To find a form where you don't know the exact form number enter a word or phrase in the form Title.

If you know the form type such as SF, DD or DA etc. (see the on-line help page for more form types) enter the beginning of the form number in the Form number field and a word or phrase in the title field.

Forms Search and Ordering (cont.)

Form Search Results Page 1 **Records Found = 200**
(max query limit = 200 Click on the Publication of interest to view more information)

PIN	FORM/PUB	U/I	Date	Title
990052	AE FL 79-R	CS	850501	MEMORANDUM OF TRANSLATION CERTIFICATION
990053	AE FL 80-R	CS	850501	MEMORANDUM OF CERTIFICATION
993790	AE FORM 1-10A	EMO	021101	STAFF ACTION SUMMARY
994476	AE FORM 1-10B	EMO	030201	IMA-EUROPE STAFF ACTION COVERSHEET more...
990088	AE FORM 12-16A-R	EMO	900501	STANDARDIZATION AGREEMENT 3381, ANNEX B, NATO STANDARD FORMFOR REQUEST more...
990089	AE FORM 12-16B-R	EMO	900501	SUMMARY OF INTERNATIONAL REPLACEMENT-IN-KIND TRANSACTIONS
990091	AE FORM 12-16D-R	EMO	900501	STANDARD NATO INVOICE/CLAIM FORM
991093	AE FORM 1457-5-R	CS	851101	USAREUR GENERAL PURPOSE CHECKLIST - RIFLE RANGE PISTOL/MACHINE GUN RAN more...
991094	AE FORM 1457-6-R	CS	851101	USAREUR GENERAL PURPOSE CHECKLIST - RIFLE RANGE PISTOL/MACHINE GUN RAN more...
991097	AE FORM 1462	CS	810701	QUALIFICATIONS EVALUATION AND RATING RECORD
993800	AE FORM 165-1A-R	EMO	010101	USAREUR LAY-DEVELOPMENT RECORD
993801	AE FORM 165-1C	EMO	010101	CERTIFICATION OF DISTINCTIVE FAITH GROUP LEADER
990399	AE FORM 190-13A	CD4	950801	PERMANENT U.S. ARMY EUROPE INSTALLATION PASS
990400	AE FORM 190-13B	CS	950801	APPLICATION FOR PERMANENT U.S. ARMY EUROPE INSTALLATION PASS
990401	AE FORM 190-13C	PD50	950801	TEMPORARY U.S. ARMY EUROPE, INSTALLATION PASS

Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 Next

Account Login # 030821

Figure 4

A search has 3 possible results –

1. No records found
2. One record found in which case the Form Display page (Figure 5) will be returned
3. More than one record was found and list of matching records will be displayed (Figure 4). If the list is displayed click on the form desired to open the Form Display page.

The total number of records that matched your query will be displayed at the top of the page. However no more than 200 records will be returned in the list. If more than one page of publications is returned, you will see numbered buttons representing the pages at the bottom of page.

Forms Search and Ordering (cont.)

Figure 5

Form Display Page Options

Options	Descriptions
Submit Order	Submits a single order using the quantity entered in the Qty field (and the Sub-Account if one was entered)
Expand Order	Opens an additional window allowing you to order the same item for more than one sub-account at the same time
Add to Forms Maintenance	Adds the current item to your Forms Maintenance list and marks the item to be ordered
See Footnotes	Indicates that the current item has associated footnotes
Add to Library	Adds the item to your account library, items in the library are updated each month and will show if it has been replaced or otherwise changed (see Library Maintenance for more information on this option)

Table 3

Notes:

The Unit of Issue, Proponent and Directive are hyperlinks. Click on them to see more information.

If the form is not stocked at USAPDCE or your account is not authorized to order it, the appropriate message will scroll across the screen with a phone number to call for more information.

Also when ordering controlled serial numbered items, you should disregard the unit of issue and order the exact number of items required.

3.4 Publications Search and Ordering

The Publication option opens the Publications Lookup Page (Figure 6)

Figure 6

To find a Publication, enter information into one or more fields and click on Search.

To find a specific Publication enter the publication number and click on Search.

If you don't know the exact Publication number, enter a word or phrase in the Title field.

If you know the Publication type such as TM, AR or PAM etc. (see the on-line help page for more types) enter the beginning of the Publication in the Publication number field and a word or phrase in the title field then click on Search.

Publication Search and Ordering (cont.)

Publication Lookup Results Page 1 Records Found = 12904
(Max Query Limit = 200) (Click on the Publication of interest to view more information)

PIN	Publication	Date	Title
024390	TM 1-11-5E-509	610822	OPERATION, MAINTENANCE, AND OVERHAUL INSTRUCTIONS VMTH ILLUS more...
024391	TM 1-11B29-3-8-3	641222	OVERHAUL INSTRUCTIONS: AIRCRAFT BOMB RACK, TYPES MA-4 AND MA more...
024392	TM 1-11B29-3-8-4	610725	ILLUSTRATED PARTS BREAKDOWN FOR AIRCRAFT BOMB RACK, TYPES, M more...
070227	TM 1-1270-476-20	010830	AVIATION UNIT MAINTENANCE MANUAL FOR TARGET ACQUISITION DESI more...
071251	TM 1-1270-476-23P	010821	AVIATION UNIT AND INTERMEDIATE MAINTENANCE REPAIR PARTS AND more...
079145	TM 1-1270-476-30	010830	AVIATION INTERMEDIATE MAINTENANCE MANUAL FOR TARGET ACQUISIT more...
070309	TM 1-1270-476-T	010830	AVIATION UNIT TROUBLESHOOTING MANUAL FOR TARGET ACQUISITION more...
075560	TM 1-1427-779-23	970806	AVIATION UNIT AND AVIATION INTERMEDIATE MAINTENANCE MANUAL F more...
069575	TM 1-1427-779-23P	920331	AVIATION UNIT AND INTERMEDIATE MAINTENANCE REPAIR PARTS AND more...
070482	TM 1-1500-204-23-1	920731	AVIATION UNIT MAINTENANCE (AVUM) AND AVIATION INTERMEDIATE M more...
070468	TM 1-1500-204-23-10	920731	AVIATION UNIT MAINTENANCE (AVUM) AND AVIATION INTERMEDIATE M more...
070461	TM 1-1500-204-23-2	920731	AVIATION UNIT MAINTENANCE (AVUM) AND AVIATION INTERMEDIATE M more...
070462	TM 1-1500-204-23-3	920731	AVIATION UNIT MAINTENANCE (AVUM) AND AVIATION INTERMEDIATE M more...
070463	TM 1-1500-204-23-4	920731	AVIATION UNIT MAINTENANCE (AVUM) AND AVIATION INTERMEDIATE M more...
070441	TM 1-1500-204-23-5	920731	AVIATION UNIT MAINTENANCE (AVUM) AND AVIATION INTERMEDIATE M more...

Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 Next

Visitor # 029411

Figure 7

A search has 3 possible results –

1. No records found
2. 1 record found in which case the Publication Display page (Figure 8) will be returned
3. More than 1 record was found and list of matching records will be displayed (Figure 7). If the list is displayed click on the Publication desired to open the Publication Display page.

The total number of records that matched your query will be displayed at the top of the page. However no more than 200 records will be returned in the list. If more than one page of publications is returned you will see numbered buttons representing the pages at the bottom of page.

Publication Search and Ordering (cont.)

Publication Display Page

PIN	Publication	Unit Issue
070468	TM 1-1500-204-23-10	EA
Date YYMMDD	Proponent	Form
920731	AMCOM	31
Distribution	Section	Authorization for Obsolescence
	08	

Title

AVIATION UNIT MAINTENANCE (AVUM) AND AVIATION INTERMEDIATE MAINTENANCE (AVIM) MANUAL FOR GENERAL AIRCRAFT MAINTENANCE (SHEET METAL SHOP PRACTICES) VOLUME 10 (THIS ITEM IS INCLUDED ON EM 0151)

Change Qty SubAccount **Stocked at St Louis**

***** IMPORTANT ***** The Change field should contain "000" for just the basic or "ALL" for the basic and all changes or it should contain the change number desired (001,002,003 etc.).

Figure 8

Publication Display Page Options

Options	Descriptions
Order	Submits a single order using the quantity entered in the Qty field (and the Sub-Account and Change fields if used)
Expand Order	Opens an additional window allowing you to order the same item for more than one sub-account at the same time
See Changes	This option will be displayed when ever the current item has associated changes published and their dates
See Footnotes	Indicates that the current item has associated footnotes
Subscribe	Opens the subscription maintenance window. If you already have a subscription it can be edited from here or if no current subscription exists you can add a new one. Note subscriptions are recorded using the Form/Block numbers combined to create the IDN, other publications may have the same IDN if this is the case you have subscribed to the other publications as well.
Add to Library	Adds the item to you account library, items in the library are updated each month and will show if it has been replaced or otherwise changed (see Library Maintenance for more information on this option)

Table 4

Note: The Unit of Issue and Proponent are hyperlinks. Click on them to see more information. For some items the Order and Subscribe buttons may not be available, in this case a scrolling message will be displayed giving the reason why and a phone number to call for more information.

3.5 Text Search

The Text Search option Provides a Full Text Search into the actual text of all Administrative Publications contained on the AEPUBS site (approx. 2,000 publications).

The screenshot displays a web application interface for searching administrative publications. On the left is a vertical navigation menu with links: Opening Page, Login, Forms, Publications, Text Search (highlighted), PSN, Electronic Dist., Misc Tables, Site Info, FAQ, Help, Links, Personnel, Warning, and Visitor #. The main content area is titled 'Publications Text Search' and includes instructions: '(Do NOT enter a Publication or Form Nomenclature - Read the help below)'. It features a search input field containing 'force protection', a 'Search' button, and a 'Select type of search' dropdown menu set to 'Standard Search'. Below this are search tips: 'Type a phrase or a question.', 'All forms of a word are included.', and 'Usually returns a large number of hits.' Examples listed are 'List proponents', 'Show all PCO', and 'APO mail room'. A help note states: 'Numbers are not indexed so do not search for publication nomenclatures like AR 350-51 or US REG 10-18. This search option should be used to search for multiple words or'. The search results section on the right shows 'You searched for force protection' and '1 - 10 of 1000 results found'. It lists four results, each with a hyperlink to the document title, its rank, file date, and size.

Rank	FileDate	Size	Title
886	8/12/2002 1:49:24 PM	82290	US CMD MEMO 2002-032 FORCE PROTECTION DURING LEAVE, PASS AND SOLDIER OUTINGS
714	5/6/2003 11:05:10 AM	822039	AE CMD POL LTR 23 ARMY IN EUROPE COMMAND POLICY LETTER 23, ANTITERRORISM/FORCE PROTECTION
326	10/10/2002 1:45:27 PM	75811	US CMD MEMO 2002-050 SAFE NEIGHBORHOOD AWARENESS PROGRAM (SNAP) INSTALLATION COORDINATORS
326	5/14/2002 11:50:36 AM	103126	US CMD MEMO 2002-002 PROCUREMENT OF FORCE PROTECTION/PHYSICAL SECURITY (FP/PS) EQUIPMENT IN USAREUR

Figure 9

You can search for a word, phrase or collections of words; additionally you can vary the type of search to help narrow the results. When a match is found a list of one or more hyperlinks will be displayed in the right frame. Click on the publication you wish to view to open it. Right click and select "Save as..." to download it.

Note: Numbers are not indexed so do not search for publication nomenclatures like AR 350-51 or US REG 10-18. This search option should be used to search for multiple words or phrases and it searches the contents of documents not just the title of a documents. If you already know the nomenclature or a key word in the title of the publication you should use the normal publication search page.

3.6 Account Maintenance

The Account Maintenance area provides options to: check order status, account/user information and Subscription management.

Options	
Today's Transaction	Lists all Re-Supply transactions that have NOT yet been processed for shipment.
Transaction History	Lists all Re-Supply transactions that have been processed. This list is to be used as an on-line ledger, enabling you to maintain the status of your orders.
USAPDCE Re-Supply Status	Shows the status of all orders processed by USAPDCE. Note: Comments next to the item denote that a change was made to your original order or it was not filled.
USAPA Re-Supply Status	Connects to the USAPA website and retrieves the CRAM report that shows all orders that were processed in the last 180 days.
Forms Maint.	Allows maintenance of high-use commonly ordered forms list
Subscriptions	Opens the Subscription Maintenance menu.
Library	Opens the Account on-line Library Maintenance menu.
Account Info	Displays Account information, DA Form 12 and shows list of Account Clerks
SubAccounts	List current Sub Accounts and allows maintenance of sub account Clerks
Excess Items	Allows you to advertise your excess items to other accounts or view excess belonging to others.
Help	Displays this page.

Figure 10

Options	
Today's Transactions	Lists all Re-Supply transactions that have NOT yet been processed for shipment.
Transaction History	Lists all Re-Supply transactions that have been processed. This list is to be used as an on-line ledger, enabling you to maintain the status of your orders.
USAPDCE Re-Supply Status	Shows the status of all orders processed by USAPDCE. Note: Comments next to the item denote that a change was made to your original order or it was not filled.
USAPA Re-Supply Status	Connects to the USAPA website and retrieves the CRAM report that shows all orders that were processed in the last 180 days.
Forms Maintenance.	Allows maintenance of high-use commonly ordered forms list
Subscriptions	Opens the Subscription Maintenance menu.
Library	Opens the Account on-line Library Maintenance menu.
Account Info	Displays Account information, DA Form 12 and shows list of Account Clerks
Sub-Accounts	Lists current Sub Accounts and allows maintenance of sub account Clerks
Excess Items	Allows you to advertise your excess items to other accounts or view excess belonging to others.
Help	Displays this page.

Table 5

3.6.1 Today's Transactions

Lists all Re-Supply transactions that have NOT yet been processed for shipment.
Highlight and click on the item you wish to change or delete

Today's Trans Trans History USAPDCE USAPA Forms Maint. Subscriptions
Library Account Info SubAccounts Excess Help

Today Requisition Listing as of 6/12/2003 1:13:46 PM

Source	Account	Sub Item	Change	Qty	UI
USAPA	A9999	TM 1-1270-476-T	ALL	00010	EA

Opening Page
Forms
Publications
Text Search
Account Maint.
Electronic Dist.
Misc Tables
User Settings
FAQ
Help
Links
Changes
PCO Admin
Sys Admin
LogOff

Account Login #
030821

Figure 11

Today's Trans Trans History USAPDCE USAPA Forms Maint. Subscriptions
Library Account Info SubAccounts Excess Help

Today's Requisition Edit

Item	Chg	Sub Acct Qty	Unit Issue
TM 1-1270-476-T	ALL	00010	EA

The Change field should contain:
"000" to order just the Basic
"ALL" for the Basic and all changes
Or the number of the change that you want "001", "002" etc.

The Qty Field
Does not require preceding zeros, just enter the number required.

Opening Page
Forms
Publications
Text Search
Account Maint.
Electronic Dist.
Misc Tables
User Settings
FAQ
Help
Links
Changes
PCO Admin
Sys Admin
LogOff

Account Login #
030821

Figure 12

From the Requisition Edit page you can change or delete your order. Any changes must be accomplished prior to the request being processed. Daily processing normally occurs each morning for the previous days transactions.

3.6.2 Transaction History

The Re-Supply Transaction History is the history of all previously processed orders. It provides the option to update the orders to reflect whether an item has been received or cancelled. You can also use this option to calculate forms usage. Based on the quantities of previous orders you can adjust future orders in order to keep sufficient stock levels.

The screenshot shows a web application interface for "Resupply Transaction Search". At the top, there is a navigation bar with links: "Today's Trans", "Trans History", "USAPDCE", "USAPA", "Forms Maint.", and "Subscriptions". Below these are sub-links: "Library", "Account Info", "SubAccounts", "Excess", and "Help". On the left side, there is a vertical menu with links: "Opening Page", "Forms", "Publications", "Text Search", "Account Maint.", "Electronic Dist.", "Misc Tables", "User Settings", "FAQ", "Help", "Links", "Changes", "PCO Admin", "Sys Admin", and "LogOff". At the bottom left, it says "Account Login #" followed by a green digital display showing "030821". The main content area is titled "Resupply Transaction Search" and contains a search form with three input fields: "ITEM", "Sub Account", and "Julian". Below these fields are four radio button options: "On Order Only", "Cancelled Only", "Received Only", and "All Resupply History".

ITEM	Sub Account	Julian
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="radio"/> On Order Only	<input type="radio"/> Cancelled Only	<input type="radio"/> Received Only	<input type="radio"/> All Resupply History
-------------------------------------	--------------------------------------	-------------------------------------	--

Figure 13


The first three Re-Supply Search page options limit the returned records by their status. All options may be used in conjunction with the Item, Sub-Account and Julian date fields to further limit the returned records.

Transaction History (cont.)

As in all other searches there are three possible results –

1. No records found
2. One record found in which case the Trans History Edit page (Figure 15) will be returned
3. More than one record was found and list of matching records will be displayed (Figure 14). When the list is displayed click on the record desired to open the Trans History Edit page.

Today's Trans	Trans History	USAPDCE	USAPA	Forms Maint.	Subscriptions
Library	Account Info	SubAccounts	Excess	Help	



[Opening Page](#)
[Forms](#)
[Publications](#)
[Text Search](#)
[Account Maint.](#)
[Electronic Dist.](#)
[Misc Tables](#)
[User Settings](#)
[FAQ](#)
[Help](#)
[Links](#)
[Changes](#)
[PCO Admin](#)
[Sys Admin](#)
[LogOff](#)


Account Login #
030821

Requisition History Listing Page 1 as of 6/12/2003 1:15:56 PM

Source	Account	Sub	Form	Change	Qty	Rec UI	Ordered	Status	Date
USAPA	A9999	A	TM 1-1270-476-23P	ALL	00004	EA	3136	ORDERED	5/16/2003 9:08:00 AM
USAPA	A9999	L	TM 1-1270-476-23P	ALL	00004	EA	3136	ORDERED	5/16/2003 9:08:00 AM
USAPA	A9999	M	TM 1-1270-476-23P	ALL	00004	EA	3136	ORDERED	5/16/2003 9:08:00 AM
USAPA	A9999	A	TM 1-1270-476-23P	ALL	00004	EA	3136	ORDERED	5/16/2003 9:08:00 AM
USAPA	A9999	L	TM 1-1270-476-23P	ALL	00004	EA	3136	ORDERED	5/16/2003 9:08:00 AM
USAPA	A9999	M	TM 1-1270-476-23P	ALL	00004	EA	3136	ORDERED	5/16/2003 9:08:00 AM
USAPA	A9999		TM 1-1270-476-23P	ALL	00006	EA	3136	ORDERED	5/16/2003 9:07:00 AM
USAPA	A9999		TM 1-1270-476-23P	ALL	00006	EA	3136	ORDERED	5/16/2003 9:07:00 AM
USAPA	A9999	B	TM 1-1270-476-30	ALL	00001	EA	3128	ORDERED	5/8/2003 9:39:00 AM
USAPA	A9999	M	TM 1-1270-476-30	ALL	00001	EA	3128	ORDERED	5/8/2003 9:39:00 AM
USAPA	A9999	O	TM 1-1270-476-30	ALL	00001	EA	3128	ORDERED	5/8/2003 9:39:00 AM
USAPA	A9999	B	TM 1-1270-476-30	ALL	00001	EA	3128	ORDERED	5/8/2003 9:39:00 AM
USAPA	A9999	M	TM 1-1270-476-30	ALL	00001	EA	3128	ORDERED	5/8/2003 9:39:00 AM
USAPA	A9999	O	TM 1-1270-476-30	ALL	00001	EA	3128	ORDERED	5/8/2003 9:39:00 AM
USAPDCE	A9999		DA FORM 3444-2	000	00010	FL	3128	ORDERED	5/8/2003 9:21:00 AM
USAPA	A9999		TM 1-1270-476-20	ALL	00006	EA	3119	ORDERED	4/29/2003 4:42:00 PM
USAPA	A9999		TM 1-1270-476-20	ALL	00006	EA	3119	ORDERED	4/29/2003 4:42:00 PM
USAPA	A9999		TM 1-1427-779-23P	ALL	00001	EA	3101	ORDERED	4/11/2003 12:08:00 AM
USAPA	A9999		TM 1-1427-779-23P	ALL	00001	EA	3101	ORDERED	4/11/2003 12:08:00 AM
USAPA	A9999		TM 1-11-5E-509	ALL	00010	FICHE	3086	ORDERED	3/27/2003 3:18:00 PM

Figure 14

Today's Trans	Trans History	USAPDCE	USAPA	Forms Maint.	Subscriptions
Library	Account Info	SubAccounts	Excess	Help	



[Opening Page](#)
[Forms](#)
[Publications](#)
[Text Search](#)
[Account Maint.](#)
[Electronic Dist.](#)
[Misc Tables](#)
[User Settings](#)
[FAQ](#)
[Help](#)
[Links](#)
[Changes](#)
[PCO Admin](#)
[Sys Admin](#)
[LogOff](#)

Account Login #
030821

History Requisition Edit

Publication	Chg	Sub Acnt	Qty	Rec	Unit Issue	Status	Date
TM 1-1270-476-23P	ALL	A	00004		EA	Ordered	

Received
Cancelled
Ordered
No Status

Note: Please enter only Numbers in the Rec Field, that also means NO spaces or the validation may not let you save the record.

Figure 15

The history edit page provides the option to update the orders to reflect whether an item has been received or cancelled.

3.6.3 USAPDCE Re-Supply Status History

The USAPDCE Re-Supply Status will show all orders that were processed by USAPDCE and their status.

Figure 16

The Requisition history listing (Figure 17) is ordered by the date the transaction was processed, beginning with the most recent orders.

Type	Account	Sub	Item	Chg	Qty	UI	Ordered	Comment
RE	A9999		DA FORM 3891	000	00050	CERT	12/20/2002	Qty reduced to Issue Limit
RE	A9999		DD FORM 214	000	01200	ST8	12/20/2002	Qty reduced to Issue Limit
RE	A9999		DD FORM 363A	000	00050	CERT	12/20/2002	Qty reduced to Issue Limit
RE	A9999		DD FORM 257A	000	00020	CERT	12/20/2002	Qty reduced to Issue Limit
RE	A9999		DD FORM 256A	000	00300	CERT	12/20/2002	
RE	A9999		DD FORM 2542	000	00025	CERT	12/20/2002	Qty reduced to Issue Limit
RE	A9999		VA FORM 21-526	000	00050	ST6	12/3/2001	Qty reduced to Issue Limit
RE	A9999		DD FORM 214WS	000	00005	PD100	12/3/2001	Qty reduced to Issue Limit
RE	A9999		DD FORM 2542	000	00050	CERT	12/3/2001	Qty reduced to Issue Limit
RE	A9999		DD FORM 257A	000	00020	CERT	12/3/2001	Qty reduced to Issue Limit
RE	A9999		DD FORM 256A	000	00100	CERT	12/3/2001	Qty changed to Multiple of Std Pack
RE	A9999		DD FORM 214	000	00800	ST8	12/3/2001	Qty reduced to Issue Limit
RE	A9999		DD FORM 363A	000	00050	CERT	12/3/2001	Qty reduced to Issue Limit
RE	A9999		DA FORM 3891	000	00050	CERT	12/3/2001	
RE	A9999		DA FORM 3891-1	000	00010	CERT	12/3/2001	Qty reduced to Issue Limit
RE	A9999		DD FORM 214WS	000	00005	PD100	10/30/2001	Qty reduced to Issue Limit
RE	A9999		DD FORM 473	000	00100	EN	10/30/2001	Qty changed to Multiple of Std Pack
RE	A9999		VA FORM 21-526	000	00050	ST6	10/30/2001	Qty reduced to Issue Limit

Figure 17

3.6.4 USAPA Order Status

The USAPA Order Status option will pass your account number to the USAPA website in the states returning all orders that were processed by them in the last 180 days. You can limit the returned transactions by a specific sub-account.

Today's Trans Trans History USAPDCE USAPA Forms Maint. Subscriptions
Library Account Info SubAccounts Excess Help

CRAM Report From USAPA (All Publication status except AE and USAREUR publications - Example: ARs, TMs)

Enter a SubAccount or leave blank for all.

Opening Page
Forms
Publications
Text Search
Account Maint.
Electronic Dist.
Misc Tables
User Settings
FAQ
Help
Links
Changes
PCO Admin
Sys Admin
LogOff

Account Login #
030821

Figure 18

Report Date: 6/12/03 7:13:19 AM **Current Resupply Report for Account: A0104** Data is as of: 6/12/03

ACCOUNT	SUB	NOMENCLATURE	CHG	QTY	UNIT	REQ	SHIP	STATUS
					ISSUE	DATE	DATE	CODES
A0104		FM 21-20	000	10	EA	3052	3057	BP
A0104		FM 22-100	000	8	EA	3052	3057	BP
A0104		FM 21-20	ALL	2	EA	3051	0	MQ
A0104		FM 21-20	ALL	8	EA	3051	0	MQ
A0104		FM 22-100	ALL	8	EA	3051	0	MQ
A0104		FM 100-14	000	3	EA	2120	0	DC

Opening Page
Forms
Publications
Text Search
Account Maint.
Electronic Dist.
Misc Tables
User Settings
FAQ
Help
Links
Changes
PCO Admin
Sys Admin
LogOff

Account Login #
030821

Figure 19

3.6.5 Forms Maintenance

The Forms Maintenance option allows you to maintain a list of high use forms and re-order all at the same time. This saves the publication clerk from having to look them all up individually. New forms are added to this list from the Form Display page. Also the first time a form is added to the list it is automatically tagged for submission as an order. **NOTE:** Using this option will NOT get your forms sent automatically each month, an item must be selected for it to be processed.

Today's Trans Trans History USAPDCE USAPA Forms Maint. Subscriptions
Library Account Info SubAccounts Excess Help

Forms Re-Supply Maintenance for as of 8/11/2003

Select All De-Select All

Selected Sub	Pub	Qty	UI	PIN
	AE FORM 1204	00003	CS	991031
C	AE FORM 1204	00100	CS	991031
B	AE FORM 1204	00100	CS	991031
	AE FORM 3163	00001	CS	991162
	DA FORM 1045	00003	ST2	001024
A	DA FORM 1045	00100	ST2	001024
	DA FORM 3444-2	00010	FL	001800
A	DA FORM 4187	00001	ST4	003227
M	DD FORM 1556	00010	ST10	037583
A	DD FORM 2622	00050	CS	076489
	DD FORM 2624	00001	CS	071957
A	DD FORM 67	00001	CS	032473
	SF FORM 1	00005	PD100	047327
	SF FORM 1152	00010	ST2	008011
A	SF FORM 44	00700	BK	007680

Account Login #
036929

Figure 20

Today's Trans Trans History USAPDCE USAPA Forms Maint. Subscriptions
Library Account Info SubAccounts Excess Help

Forms Re-Supply Maintenance Edit

Tag	Sub	Account	Form	Qty	Unit Issue
<input type="checkbox"/>	C		AE FORM 1204	00100	CS

Save Delete Return

Warning use of the delete key is immediate and no confirmation is asked for.

Account Login #
036929

Figure 21

Using the edit page forms can be deleted; order quantities changed and forms can be selected or de-selected for submission.

3.6.6 Subscription Maintenance

Subscriptions are records that describe which publications and how many will be automatically sent to an account whenever a new basic or change to a publication is printed.

Important Facts About Subscriptions:

Subscriptions are NOT done by publication (even though it may appear so). Subscriptions are done by the IDN number that is the publication Form (2 digits) and Block (4 digits) numbers combined to form a 6-digit number. The reason for this is that some collections of publications are considered part of a group, and if you have a requirement for any one in the group you should actually subscribed to all in the group. By using the IDN you only have to subscribe to one publication in the group. Also if a new related publication is published with the same IDN as one you are already subscribed to the publication will be sent to your account automatically.

Example: If you subscribe to a particular publication let's say TM 1-1500-204-23-1, which has a Form and block number of 31 and 3302. The IDN for this publication would be 313302 and if you look up the other publications that have the same IDN you'll find that TM 1-1500-204-23-1 through TM 1-1500-204-23-10 all have the same IDN. So if you subscribe to any one of these publications you have actually subscribed to all of them and for the same quantities.

Also only one record will be recorded in AEPUBS per IDN, which means that if you subscribe to TM 1-1500-204-23-1 and then you look up TM 1-1500-204-23-5 and click on the subscribe button from the Publication Display page the Subscription Edit page for TM 1-1500-204-23-1 will be displayed. This is by design and nothing is wrong. Just keep in mind that subscriptions are done by the IDN not the publication number.

To view an "Expanded" list of all subscriptions including those with the same IDN's run the detailed report.

AEPUBS supports distribution of quantities to sub-accounts, this support is local to AEPUBS. USAPA records only maintain the Account number, IDN and the total quantity.

The Subscription search page (figure 22) works just like most of the other search pages, it limits the returned records by the information entered or by leaving it blank and clicking on the search button it will return all records.

Form / Block (IDN)	Publication
<input type="text" value=" /"/>	<input type="text"/>

Figure 22

Subscription Maintenance (cont.)

Subscription records can only be added from the Publications Display page (figure 8). Previously added records can be accessed from either the Publications Display page or from Subscription Maintenance. As stated earlier the subscription records in AEPUBS support sub-account subscription quantities. The field labeled "Main" is intended for use by the main account holder. The sum the "Main" and all sub-accounts equals the total amount the account is on subscription for. The Delete\Undelete option will mark or un-mark the record for deletion during the next daily cycle. The List Sub-Accounts option will list who your current sub-account are.

The screenshot shows a web application interface for "Subscription Edit". At the top, there is a navigation bar with tabs: "Today's", "Edit", "BySubAccount", "Detailed", and "Help". The "Edit" tab is currently selected. Below the navigation bar, the title "Subscription Edit" is displayed. The main content area features a table with the following structure:

Publication	Account	Form#	Block	Delete	Total Qty	As of Date	Post		
AR 1-101	A9999	09	3001		000016	7/27/2003	X		
Main	A	B	C	D	E	F	G	H	I
1	1	4	1	8					
J	K	L	M	N	O	P	Q	R	S
			1						
T	U	V	W	X	Y	Z			

Below the table, there are four buttons: "Save", "Delete / UnDelete", "List SubAccounts", and "Return". On the left sidebar, there is a list of navigation links: "Opening Page", "Forms", "Publications", "Text Search", "Account Maint.", "Electronic Dist.", "Misc Tables", "User Settings", "FAQ", "Help", "Links", "Changes", "PCO Admin", "Sys Admin", and "LogOff". At the bottom of the sidebar, there is a section for "Account Login #" with a green digital display showing "036929".

Figure 23

Subscription Reports

There are two report options, one is by sub-account and the other is a detailed listing that shows all sub-accounts, the total and the first three hundred characters of the publication title. The file type of each report can be selected, the returned formats are HTML or Microsoft Excel.

Once you select a report to run and its options, a new window will open showing the report progress. When it's completed a Download button will appear.

When saving the report to your PC the "Save as" dialog will open, save the report somewhere on your PC that you'll remember. Recommend that you create a directory to save all your reports and publication related files to.

3.6.7 Library

The Library provides a means to maintain currency of your publications and forms inventory. The Library is a listing of all your publications and forms. Items are added to the Library from either the Forms or Publications Display Page. It was originally populated using your subscription records, but it is your responsibility to add any new items to it.

The Library provides the following functions/options:

1. The items in the Library are checked monthly by the system to insure that key elements have not changed. The elements compared are Item Date, Init of Issue or if marked obsolete/rescinded.
2. Provides the ability edit the item showing when the last physical inventory was completed.
3. Tracks where an item is physically stored.
4. Query options that enable you to focus on only those items that have changed from the previous month.

The screenshot shows a web application interface for 'Library Maintenance'. At the top, there is a navigation bar with links: 'Today's Trans', 'Trans History', 'USAPDCE', 'USAPA', 'Forms Maint.', and 'Subscriptions'. Below this, a secondary bar contains 'Library', 'Account Info', 'SubAccounts', 'Excess', and 'Help'. The main content area is titled 'Library Maintenance' and features a search section with fields for 'Nomenclature', 'Title', 'PIN', and 'Status' (set to 'Changed and Obsolete Only'). There is a checkbox for 'Limit to Electronic Items only' and 'Search'/'Reset' buttons. Below the search section is a 'Library Download' section with 'Select' and 'List Order' dropdowns, and 'Submit'/'Reset' buttons. On the left side, there is a vertical menu with links: 'Opening Page', 'Forms', 'Publications', 'Text Search', 'Account Maint.', 'Electronic Dist.', 'Misc Tables', 'User Settings', 'FAQ', 'Help', 'Links', 'Changes', 'PCO Admin', 'Sys Admin', 'LogOff', and 'Account Login # 036933'.

Figure 24

From the Library Maintenance Page you can either search for item records or run the Library Download. The Library download is a report that can be filtered similar to the search option.

Library Maintenance (cont.)

The Library Edit page (figure 25) shows the current status of the selected item. If the status is other than “Current” the Changed field will show what was changed and the old values.

Also from this page you can update the location of the item and the last physical inventory date.

Records that are marked as “Obsolete” are NOT automatically deleted from the system. This action is your responsibility once you have reviewed the changes and taken any appropriate actions such as removing the physical publication/form from the shelf or ordering its replacement (if there was one).

Today's Trans Trans History USAPDCE USAPA Forms Maint. Subscriptions
Library Account Info SubAccounts Excess Help

Publication Library Edit

Account	Sub Account	Status	Date Inventory
A9999		CURRENT	

PIN	Item Nomenclature	Date	Unit Issue
071251	TM 1-1270-476-23P	010821	EA

Qty	Location	Last Change	Chg Date	Adobe File
0				

Title

AVIATION UNIT AND INTERMEDIATE MAINTENANCE REPAIR PARTS AND SPECIAL TOOLS LIST FOR TARGET ACQUISITION DESIGNATION SIGHT (TADS) ASSEMBLY AN/ASQ-170 (NSN 1270-01-142-2855) (1270-01-320-5430) AH-64A ATTACK HELICOPTER (THIS ITEM IS INCLUDED ON EM 0061)

Changed:

Save Delete Return

Account Login #
036935

Figure 25

3.6.8 Account Information

The Account Information page provides a view of the current information that we have on your account. It also shows the users that have access to your account.

The List Docs button will provide a list DA Form 12-Rs that have been scanned and saved as JPEGs.

The DA Form 12-R button will open a new page that will allow you to download a DA Form 12-R that is pre-filled with your account information.

A new DA Form 12-R should be submitted whenever one of the following occurs:

1. Unit address change
2. Account closure
3. Security level change
4. Primary Publications Clerk changes

Today's Trans | Trans History | USAPDCE | USAPA | Forms Maint. | Subscriptions
Library | Account Info | SubAccounts | Excess | Help

Account Info

USAPA	USAPDCE	APO/FPO/ZIP	Type
A0993	02999	09014	A

Date Estb	Last DA Form 12	Publication Control Officer	Telephone
5/10/1991	10/10/2001	Mary Ann Brehm	370-6348

UIC	TOE	TDA	Component	Deploy Code	Unit	Unit Type
W686AA	???	W68600	1		01	G

Primary Publications Clerk

Email	Address OK	Phone
brehmm@hq.hqusareur.army.mil		370-6348

Mail Code | **Location Code** | **Last AEPUBS Setup Date**

102 | 2 | 2/14/2002 11:01:00 AM

Address

CDR, HQ, USAREUR & 7A
ATTN: AEAIM-PD (PUBS)
UNIT 29351

APO AE 09014

Name	Account Sub	Phone	Email	Last Login
mary ann brehm,	A0993	370-6348	brehmm@hq.hqusareur.army.mil	8/23/2003 9:06:00 AM

Figure 26

3.6.9 Sub-Accounts

Sub-Accounts are used to help organize large accounts that support many sections or offices. The use of Sub-Accounts is optional not all accounts need to use Sub-Accounts. For those that do, it enables you to track who an item was ordered for or who to distribute publications to when receiving publications as a result of subscriptions.

The Sub-Account Listing Page will show any previously established Sub-Accounts and allow you to add new ones. To edit a Sub-Account select an existing Sub-Account by highlighting it with the mouse and click on it.

Sub Account	POC	Unit
A	PUBS OFFICE	USAPDCE ATTN: AFSE-XP-PU UNIT 25310 APO AE 09090-5310
B	MAIL ROOM	USAPDCE ATTN: MAIL ROOM UNIT 25310 APO AE 09090-5310
C	CHIEF USAPDCE	CHIEF , USAPDCE ATTN: AFSE-XP-PU UNIT 25310 APO AE 09090-5310
D	ACCOUNTABLE FORMS	USAPDCE ATTN: AFSE-XP-PA UNIT 25310 APO AE 09090-5310
E	SAFETY OFFICER	USAPDCE ATTN: SAFETY OFFICER UNIT 25310 APO AE 09090-5310

Return Add New SubAccount

Figure 27

Account	Sub	POC	Phone
A0991	D	ACCOUNTABLE FORMS	320-3729

Unit

USAPDCE
ATTN: AFSE-XP-PA
UNIT 25310
APO AE 09090-5310

Save Delete Add Clerk Return

Name	Account	Sub	Phone	Email	Last Login
Troyer, Stewart	A0991	D	384-6891	Stewart@usapdce.aepubs.army.mil	

Figure 28

Sub-Accounts (cont.)

Once a Sub-Account has been added to your Account you have the option to add a clerk to it.

A unique Control Number will be assigned to the new clerk (do not share the primary clerks control number).

NOTE: Even though the Sub-Account and Sub-Account Clerk have an address field this is for internal use only. All shipments will be sent to the accounts primary address.

Last Name	First Name	Grade	User Type
Troyer	Stewart	GS	SUB
Email		Bad Telephone	DEROS
Stewart@usapdoe.aepubs.army.mil		<input type="checkbox"/> 384-6891	
Account	Sub Account	Control Number	
A0991	D		
Address		Comments	
<div></div>		<div></div>	
<div>Save Delete Return</div>			

Figure 29

Sub-Accounts (cont.)

The capabilities of a Sub-Account Clerk are limited, when ordering or subscribing the clerk will be locked into their respective Sub-Account.

On the publication Display Page the Sub-Account field is pre-filled with the currently logged in Sub-Account letter and grayed out so that it can't be changed.

Figure 30

When a Sub-Account subscribes to an item a limited subscription page is displayed which only allows quantities to be logged against the current Sub-Account.

Figure 31

3.6.10 Excess Items

The Excess Items area allows you advertise any items that you have too many of.

You can post Publications or Forms. When posting an item do NOT use abbreviations or just the number of an item. They should be posted using the same nomenclature that is listed in the Forms or Publications indexes. Also ensure all the contact information is correct.

Additionally prior to placing a normal form or publication order you should check the Excess Items list to see if someone here in Europe already has what you're looking for. If they do, getting the item from a local source instead of waiting for an item to be shipped from the states can cut your delivery time down considerably.

Today's Trans	Trans History	USAPDCE	USAPA	Forms Maint.	Subscriptions
Library	Account Info	SubAccounts	Excess	Help	

Excess Items Maintenance

Item Nomenclature	Unit of Issue	Qty	Change	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	000	<input type="text"/>
<input type="button" value="Post Item"/> <input type="button" value="List Yours"/> <input type="button" value="List All"/> <input type="button" value="Reset"/>				

Options	Description
Post Item	To post a new item to the Excess Listing enter a valid Form or Publication Nomenclature, unit of issue and quantity in the appropriate fields then click on Post Item. Note: All posted items will be checked to ensure that they are not obsolete. If the item you entered can not be found in the forms/publications database it will not be posted. (Use the same format that you would use if looking up the item)
List Yours	This option will list only those items that have been posted by your account. You may optionally use the Item Nomenclature field to limit the records returned. Example: by entering "AR" (without the quotes) it list only those items that begin with AR.
List All	This option will list All items that are currently available. You may optionally use the Item Nomenclature field to limit the records returned. See example above.


NOTE: There has been a policy change.
Please do NOT post "Controlled" items or non-publications/forms related items.
Also use the correct nomenclature for an item.

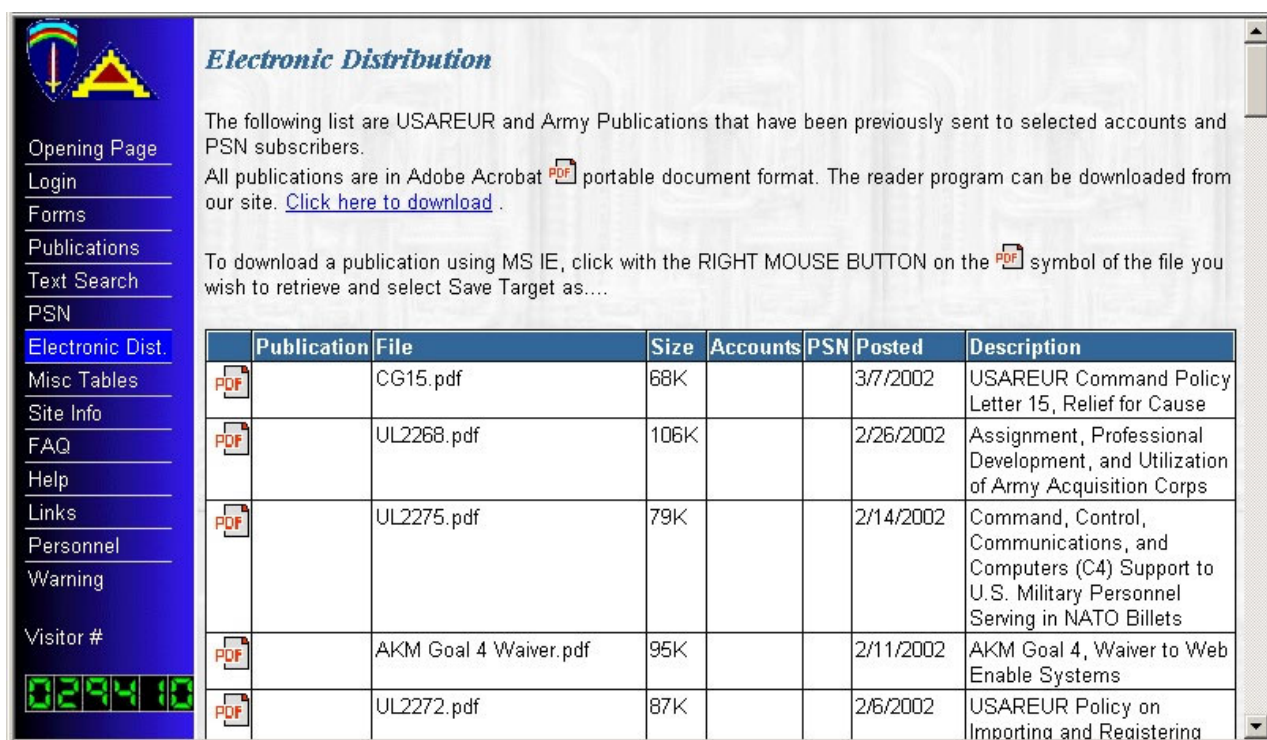
Items will be deleted that are: Controlled, non-publications/forms related or we can't tell what it is.

Account Login #
036941

Figure 32


3.7 Electronic Distribution


This option lists all Publications that have been previously sent to selected accounts and PSN subscribers. All publications are in Adobe Acrobat portable document format. To download a publication using MS IE, click with the RIGHT MOUSE BUTTON on the  symbol of the file you wish to retrieve and select "Save Target as...." from the pop-up menu.



Electronic Distribution

The following list are USAREUR and Army Publications that have been previously sent to selected accounts and PSN subscribers.

All publications are in Adobe Acrobat  portable document format. The reader program can be downloaded from our site. [Click here to download](#) .

To download a publication using MS IE, click with the RIGHT MOUSE BUTTON on the  symbol of the file you wish to retrieve and select Save Target as....






	Publication	File	Size	Accounts	PSN	Posted	Description
		CG15.pdf	68K			3/7/2002	USAREUR Command Policy Letter 15, Relief for Cause
		UL2268.pdf	106K			2/26/2002	Assignment, Professional Development, and Utilization of Army Acquisition Corps
		UL2275.pdf	79K			2/14/2002	Command, Control, Communications, and Computers (C4) Support to U.S. Military Personnel Serving in NATO Billets
		AKM Goal 4 Waiver.pdf	95K			2/11/2002	AKM Goal 4, Waiver to Web Enable Systems
		UL2272.pdf	87K			2/6/2002	USAREUR Policy on Importing and Registering

Figure 33

3.8 Misc. Tables

The Miscellaneous Tables page lists and provides access to various system support tables. Most are self explanatory, special note however should be taken to the first option “Cross Reference From NSN to Pub” (Figure 35).

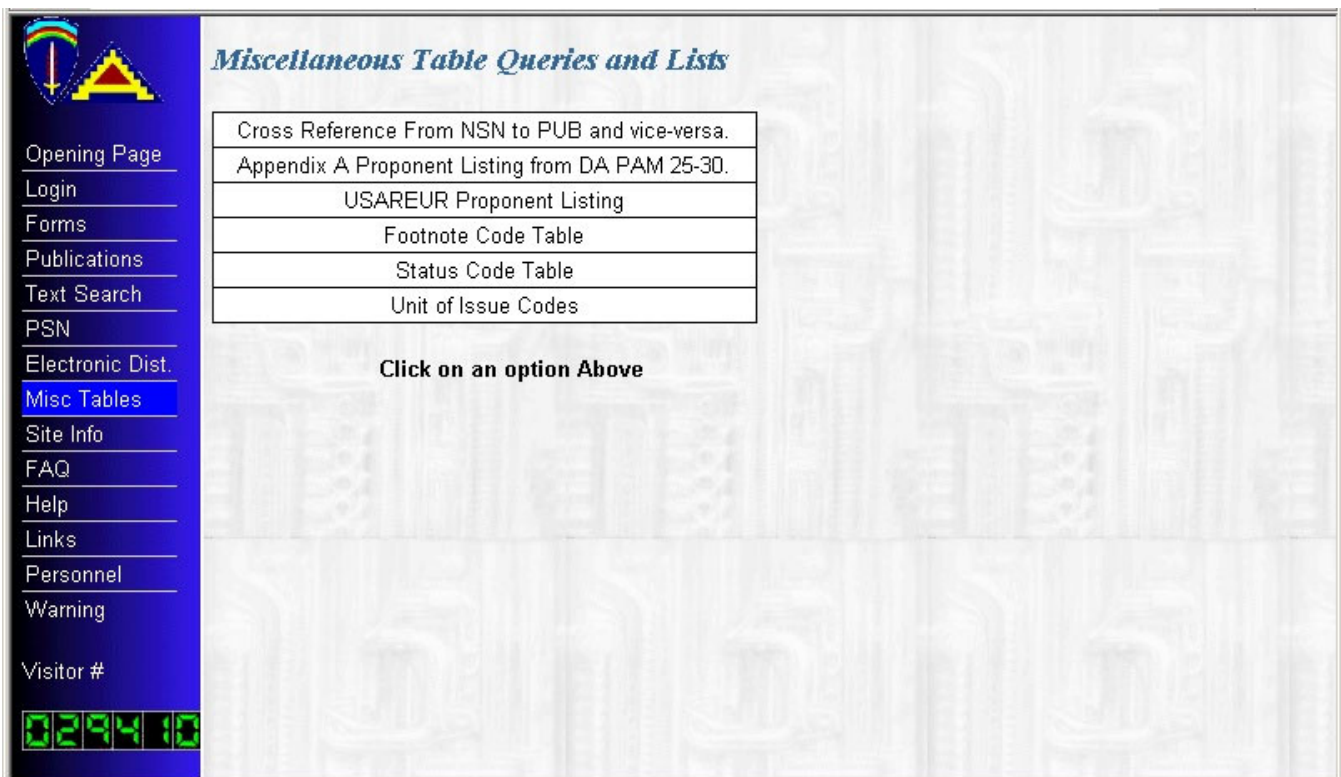


Figure 34

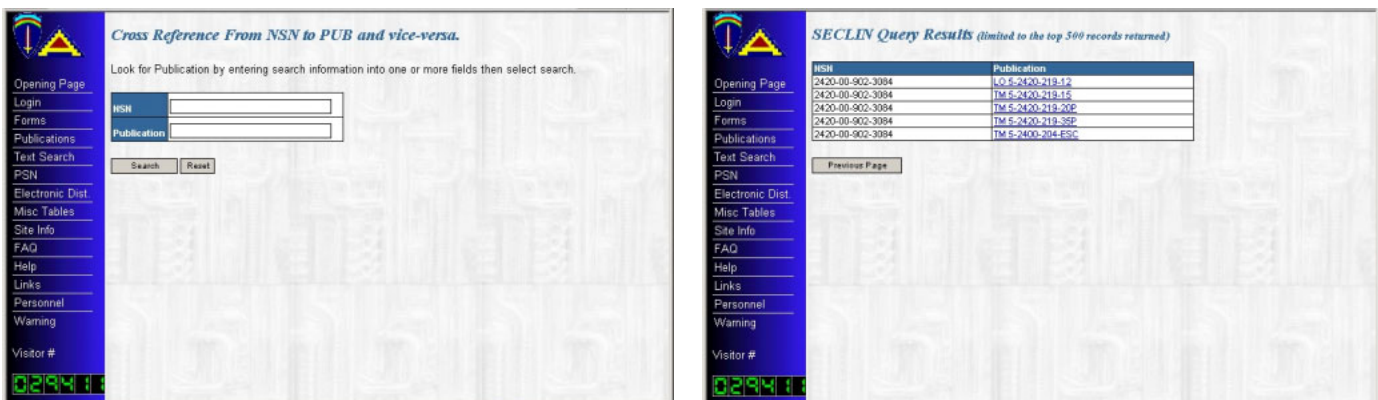


Figure 35

The Cross Reference option will list applicable publications for a given NSN. It's not guaranteed to find all publications for all items, but it should give you a good start for most major end items. There are over 50,000 entries in this table. Note: The publications in the results list are hyper-links to the publication display page.

3.9 User Settings

The User Settings allows you to update your email address, phone number and optionally save your control number in a “cookie” on your PC so that you don’t have to enter your control number every time you log into the system.

3.10 FAQ

The FAQ (Frequently Asked Questions) option displays the FAQ search page. You may search for a word, phrase or a collection of words. Or leave the key word field blank to see all questions and answers.

3.11 Help

The On-line Help page is a summary of this document that is hyper linked to from various pages throughout the site. It also contains a link to a downloadable version of this document.

3.12 Links

The Links page contains links to various other publication sites.

3.13 Changes

This page is a list of the most significant changes made to the system.

3.14 LogOff

To properly exit the system you should click on the LogOff Menu selection, this will terminate your current session. In the event that you do not log off the system or you are inactive for 20 minutes the system will automatically terminate your session.

4 System Info

The web software is IIS 5.0 running on an NT 2000 Server. The system database used is MS SQL 7.0; the web pages are Active Server Pages using VBScript ADO and ODBC on the Server side and Jscript on the Client side.

The Functional Proponent for the system is:

Mary Ann Brehm,
Publications Control Officer
CIO,G6 AEAIM-D
DSN 370-6348

The POC for the design, coding and implementation of this system is:

Paul Stamper III
Chief of Automation, USAPDCE
DSN 384-6896
Email: paul.stamper@us.army.mil